

Spec. Code:	0730
Occ. Area:	10
Work Area:	380
Prob. Period:	6 mo.
Prom. Line:	None
Effective Date:	5/05/93

FOOD SERVICE CHEF

Function of Job

Working in conjunction with and under the direction of the food service dietitian and food service director, to assist in the development and coordination of all recipes, menus, and production staff development programs for the food service of a university residence hall system.

Characteristic Duties and Responsibilities

1. is responsible for standardizing recipes used in the preparation of menu items; investigates and develops new recipes; revises standardized recipes to incorporate new products or new procedures; prepares detailed preparation instructions, portion-size recommendations, and yield determinations
2. plans and conducts training programs for food production and service staff in order to maintain quality standards and ensure conformity to prescribed menus
3. tests and evaluates food products and equipment for use in food service programs and makes recommendations
4. tests and reviews recipes for food cost, palatability, and appearance
5. recommends staffing levels and equipment needs, including recommendations regarding layout and design
6. monitors the care and condition of kitchen equipment and reports malfunctions to the food service business manager
7. participates in meal services for the purpose of evaluating quality and quantity control, correct presentation, and overall menu appeal
8. helps coordinate and participates in the preparation and presentation of special events or catering meal services as requested by the food services director
9. prepares reports as requested
10. interviews cook applicants, offering recommendations for hiring
11. serves as principal sanitarian for the food service

12. helps coordinate activities involving students in training
13. plans, coordinates, and demonstrates the procedures of food displays and garnishing
14. assists in the planning of menus, such as the standard menu cycle
15. helps maintain computerized food production recipe files under the direction of the dietitian
16. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Associate degree in the culinary arts

or

(B) other types of vocational training in the culinary arts (such as apprenticeship programs) and/or skilled work experience (such as an assistant chef) in large-scale cooking in a variety of food areas (meats, baking, desserts, salads, sauces, etc.) and in a variety of cuisines (European, American, Asian, etc.) that provided a knowledge of food science, food service management, food sanitation, and the culinary arts and their practice equivalent to that provided in the programs identified in A*

or

(C) combinations of (i) college credit in the culinary arts short of an Associate degree and (ii) vocational training and/or work experience described in B that provided preparation equivalent to that identified in A¹
2. five years of progressively broader and more responsible work experience in food production in addition to the training/experience listed in #1. The experience must have included work in a variety of cuisines, quality standards, cost controls, recipe development, catering, and food styling. Two years of the experience must have been as a chef in a large commercial or institutional operation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of techniques used in the safe and sanitary handling of food

¹In substituting other vocational training and/or work experience for the educational programs cited above, it is recommended that, in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's experience and/or training be accomplished through the cooperative efforts of the personnel office and an experienced food service professional in a manner that will preserve the applicant's anonymity.

2. knowledge of materials and methods needed in the preparation of food on a large scale
3. knowledge of menu planning
4. knowledge of the use, care, and layout of kitchen equipment
5. strong verbal and written communication skills
6. strong organizational skills